

City of Kerrville Planning & Zoning Commission Agenda
Thursday, April 5, 2007.*

City Hall City Council Chambers, 800 Junction Highway, Kerrville, TX

The meeting place has wheelchair accessibility and available accessible parking spaces. Please call the City of Kerrville Planning Division at (830) 792-8354 forty-eight hours (48) before the meeting to request accommodations.

1. *4:15 p.m. Pre-Meeting Session, City Council Chambers

Review of today's agenda items between Staff and the Commission. No action will be taken and there is to be no discussion between the Commission and the applicant(s) or other audience.

2. 4:30 p.m. Call to Order

Chairperson calls the meeting to order; roll call.

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3. Visitor/Citizens' Forum

Any person with business not scheduled on the agenda is encouraged to briefly speak their ideas to the Commission. Please fill out the SPEAKER REQUEST FORM and give it to the Commission's Secretary prior to the meeting. (No formal action can be taken on these items as the Open Meetings Act requires formal action items be posted on an agenda no later than 72 hours before the meeting. If formal action is required, the items will be placed on an agenda for a future meeting.)

4. Consent Agenda

All items listed below in the consent agenda are considered routine or ministerial in nature and will be enacted with one motion. There will be no separate discussion of items unless a Commissioner or citizen so requests; in which case the item(s) will be removed from the consent agenda and considered separately.

4A. Approve the minutes from the meeting of March 15, 2007.

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4B. Final Plat: Keystone, Phase 2 – A thirty-nine (39) lot single family development on 10.4 acres located along the northwest extension on Victory Lane. Zoned: RC. Applicant: Grogan Surveying. (File No. 2006-35)

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4C. Final Plat: Keystone, Phase 3 – A forty-two (42) lot duplex residential development on 10.6 acres located along and west of the extension of Yorktown Blvd. Zoned: RC. Applicant: Grogan Surveying. (File No. 2006-36)

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5. Public Hearing - Replat

5A. Replat: Comanche Trace, Phase 2, Section 3 – A replat of Lot 31, Block B, a 2.82 acre tract located at 3704 Club View Court. Zoned: PD. Applicant: Grogan Surveying. (File No. 2007-13)

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6. Action Items

6A. Preliminary Plat: Benham Woods – A two (2) lot 6.49 acre tract subdivision located north of the Valley View North and Rim Rock Road intersection. Zoned: ETJ. Applicant: Texas Land Boundaries. (File No. 2007-15)

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- 6B. **Preliminary Plat: Cutoff Business Park, Phase Two** – A fifteen (15) lot 9.37 acre non-residential development located at the southeast corner of Greenwood Drive and Goat Creek Cutoff Road, fronting the southeast side of Goat Creek Road. Zoned: ETJ. Applicant: Guadalupe Survey Company for Stephen Jenschke. (File No. 2007-09) 11
7. **Staff Reports** 13
- 7A. Future Agenda Items/Project Update. Applicant: Senior Planner.
8. **Adjourn** - The next scheduled meeting is Thursday, April 19, 2007.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 4A **FOR AGENDA OF:** April 5, 2007
DESCRIPTION: Approval of the minutes from the meeting of March 15, 2007.
APPLICANT(S): Planning and Zoning Commission Secretary
ATTACHMENT(S): Minutes

The Commission's Secretary recommends approval of the proposed minutes

PRE-MEETING:

On March 15, 2007 the Kerrville Planning and Zoning Commission pre-meeting was called to order at 4:25 p.m. in the City Hall Council Chambers, 800 Junction Highway.

MEMBERS PRESENT:

Mack Hamilton, Chairperson
Jim Kessler, Vice Chairperson
Harold Buell, Commissioner
Bruce Motheral, Commissioner
Andy Phillips, Commissioner
Carl Meek, Ex-Officio City Councilperson

MEMBERS ABSENT:

Paul Hofmann, Ex-Officio City Manager

STAFF PRESENT:

Gordon Browning, Senior Planner
Trina Ramirez, Planning and Zoning Commission Secretary
Kevin Coleman, Director of Development Services
Mike Wellborn, City Engineer

DISCUSSION OF AGENDA ITEMS FOR THE REGULAR MEETING:

The Commissioners and City Planner discussed the items on the agenda.
The pre-meeting adjourned at 4:28 p.m. No action was taken.

1. CALL TO ORDER:

On March 15, 2007, the Kerrville Planning and Zoning Commission regular meeting was called to order at 4:32 p.m. in the City Hall Council Chambers, 800 Junction Highway.

2. VISITOR/CITIZENS FORUM:

No person spoke.

3. CONSENT AGENDA:

3A. Approval of the minutes from the meeting of February 12, 2007 and March 1, 2007.

Cmr. Phillips moved for approval of the consent agenda; motion was seconded by Cmr. Kessler and passed 5-0.

4. Public Hearing

4A. **Replat: Gilkey Addition** – A replat Block 38, Lots 1, 2 and 3 J.A. Tivy's First Addition 0.74 acres located at 1212 Park Street. Zoned: C 17. Applicant: Guadalupe Survey Company. (File No. 2007-11)

Mr. Browning presented the findings of fact to the Commission.

Comr. Motheral and Charlie Diggs discussed if there was an alleyway. Charlie stated there was no alleyway on the property.

Comr. Hamilton opened the public hearing at 4:34 p.m. No person spoke. Comr. Hamilton closed the public hearing at 4:35 p.m.

Comr. Motheral moved for approval of the re-plat as submitted; motion was seconded by Comr. Kessler and passed 5-0.

5. Action Items

5A. **Preliminary Plat: Cutoff Business Park, Phase Two** – A fifteen (15) lot 9.37 acre non-residential development located at the southeast corner of Greenwood Drive and Goat Creek Cutoff Road, fronting the southeast side of Goat Creek Cutoff Road. Zoned: ETJ. Applicant: Guadalupe Survey Company for Stephen Jenschke. (File No. 2007-09)

Mr. Browning presented the findings of fact to the Commission.

After questioning from the Commission, Charlie Diggs, the applicant, and Stephen Jenschke the owner discussed concerns regarding the septic system and size and the possibilities of hooking on to City Sewer. Charlie Diggs stated that the Kerr County Environmental Health Department requires them to get a permit before construction and he has submitted the soils tests that have been approved by Miguel Arreola with some stipulations that will be noted on the plat along with regulations. Stephen Jenschke stated that there will not be over usage of the septic system and will consider hooking up to the City Sewer.

Mike Wellborn, City Engineer, discussed the distance from the existing City sewer to the proposed property, county regulations regarding septic systems, and the possibility of connecting to City sewer.

Comr. Motheral moved to table the preliminary plat until the next official meeting held April 5, 2007; motion was seconded by Comr. Kessler and passed 5-0.

5B. **Preliminary Plat/Variance Request: Wenzel Tract** – A preliminary plat for a fifty-five (55) lot 301 acre single family development generally located along the northeast extension of Coronado Drive and west of Harper Road and a variance to Article 10-IV-3A(5 and 6) of the subdivision regulations. Zoned: ETJ. Applicant: Matkin-Hoover Engineering for Phoenix Summit Ltd. (File No. 2007-14)

Comr. Phillips excused himself from the Commission during this item due to a conflict of interest with the Preliminary Plat/Variance Request. Comr. Phillips filed the proper form with the City.

Mr. Browning presented the findings of fact to the Commission.

Cmr. Kessler moved for approval of the preliminary plat/Variance request as submitted; motion was seconded by Cmr. Motheral and passed 4-0.

Cmr. Phillips returned to the Commission at 5:09 p.m. subsequent to the item regarding the Preliminary Plat/Variance Request.

6. Staff Report

6A. Future agenda items. Applicant: Senior Planner.

Mr. Browning informed the Commission of items for future agenda.

7. Adjournment The next regularly scheduled meeting is April 5, 2007.

The meeting adjourned at 5:10 p.m.

ATTEST:

Mack Hamilton, Chairperson

Trina Ramirez, Recording Secretary

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 4B **FOR AGENDA OF:** April 5, 2007

DESCRIPTION: **Final Plat: Keystone, Phase 2** – A thirty-nine (39) lot single family development on 10.4 acres located along the northwest extension of Victory Lane. Zoned: RC. (File No. 2006-35)

APPLICANT(S): Grogan Surveying

ATTACHMENT(S): Plat

SUMMARY STATEMENT – FINDING OF FACT

History/Timeline:

- July 6, 2006 – Commission approves preliminary plat.
- September 12, 2006 – Tract annexed and zoned “RC”, Residential Cluster.
- December 4, 2006 – Final plat application submitted to City.
- December 20, 2006 – Development Review Committee (DRC) process completed, comments to applicant.
- February 13, 2007 – City Council amends the Control of Access Deed for Holdsworth Drive to allow connection of Norfolk Lane to Holdsworth Drive as shown on the final plat.
- March 6, 2007 – Public improvements ‘Letter of Credit’ submitted to City.
- **April 5, 2007 – Consideration of final plat by Commission.**

Summary:

The final plat is consistent with the previously approved preliminary plat.

RECOMMENDED ACTION

Staff recommends approval of the final plat.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 4C **FOR AGENDA OF:** April 5, 2007

DESCRIPTION: **Final Plat: Keystone, Phase 3** – A forty-two (42) lot duplex residential development on 10.6 acres located along and west of the extension of Yorktown Blvd. Zoned: RC. (File No. 2006-36)

APPLICANT(S): Grogan Surveying

ATTACHMENT(S): Plat

SUMMARY STATEMENT – FINDING OF FACT

History/Timeline:

- July 6, 2006 – Commission approves preliminary plat.
- September 12, 2006 – Tract annexed and zoned “RC”, Residential Cluster.
- December 4, 2006 – Final plat application submitted to City.
- December 20, 2006 – Development Review Committee (DRC) process completed, comments to applicant.
- March 26, 2007 – Engineering plan review completed.
- March 27, 2007 – Final plat resubmitted to City.
- **April 5, 2007 – Consideration of final plat by Commission.**

Summary:

The final plat is consistent with the previously approved preliminary plat.

RECOMMENDED ACTION

Staff recommends approval of the final plat.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 5A **FOR AGENDA OF:** April 5, 2007

DESCRIPTION: **Public Hearing –Replat: Comanche Trace, Phase 2, Section 3**
– A replat of Lot 31, Block B, a 2.82 acre tract located at 3704 Club View Court. Zoned: PD. (File No. 2007-13)

APPLICANT(S): Grogan Surveying

ATTACHMENT(S): Plat

SUMMARY STATEMENT – FINDING OF FACT

History/Timeline:

- State law requires a public hearing prior to Commission action on all replats.
- May 17, 2001 – Preliminary plat approved, Comanche Trace, Phase 2.
- October 1, 2001 – Final plat approved, Comanche Trace, Phase 2, Section 3.
- February 26, 2007 – Application for replat submitted to City.
- March 28, 2007 – Development Review Committee (DRC) process completed.
- **April 5, 2007 – Consideration of replat by Commission.**

Summary:

The proposed replat meets the requirements of the Subdivision Ordinance.

RECOMMENDED ACTION

1. Open public hearing and receive comments, and
2. Approve replat as submitted.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 6A **FOR AGENDA OF:** April 5, 2007

DESCRIPTION: **Preliminary Plat: Benham Woods** – A two (2) lot 6.49 acre tract subdivision located north of the Valley View North and Rim Rock Road intersection. Zoned: ETJ. (File No. 2007-15)

APPLICANT(S): Texas Land Boundaries

ATTACHMENT(S): Plat

SUMMARY STATEMENT – FINDING OF FACT

Project Timeline:

- March 9, 2007 – Plat application submitted to City.
- March 28, 2007 – Development Review Committee (DRC) process completed.
- March 30, 2007 – Staff review comments sent to applicant.
- **April 5, 2007 – Consideration of preliminary plat by Commission.**

Summary:

- Applicant is proposing a two(2) lot subdivision in the ETJ for residential development.
- Water service will be provided by Kerrville South Water Company and sewage disposal will be by private on-site systems.
- The proposed subdivision fronts Rim Rock Road, applicant is proposing a dedication of 30-feet with this plat.
- The assignment of addresses for this subdivision will be by Kerr 911.

RECOMMENDED ACTION

Staff recommends approval of the preliminary plat as submitted, subject to the following conditions;

1. The plat should be titled “Benham Woods Addition, Block 1, Lots 1 and 2”, in the title block,
2. Show all existing and proposed easements on the final plat by use and with dimensions,
3. Remove physical features from the final plat,
4. Provide owner(s) name(s) in the owners signature block,
5. Provide signature block and easement statement for franchise utilities,
6. Provide signature block and certification statements for Kerr County O.S.S.F. and Flood Plain administrator,

7. Provide a note on the face of the plat that states, 'All lots within this subdivision will be served by private on-site sewage disposal systems',
8. Provide the following note on the final plat,
 'Prior to any construction on any lot, the owner of said lot shall obtain an O.S.S.F. authorization to construct from the Kerr County representative. All lots in the subdivision are required to comply with all current and future O.S.S.F. regulations adopted by Kerr County.'
9. Provide the following note on the final plat; Setbacks shown on this plat are by the owner/developer of Benham Woods Addition,
10. Any addition and /or alterations to the engineering plans as may be required by the City Engineer.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 6B **FOR AGENDA OF:** April 5, 2007

DESCRIPTION: **Preliminary Plat: Cutoff Business Park, Phase Two** – A request for a fifteen (15) lot 9.37 acre non-residential development located at the southeast corner of Greenwood Drive and Goat Creek Cutoff Road, fronting the southeast side of Goat Creek Road. Zoned: ETJ. (File No. 2007-09)

APPLICANT(S): Guadalupe Survey Company for Stephen Jenschke

ATTACHMENT(S): Plat, Memo from applicant

SUMMARY STATEMENT – FINDING OF FACT

Project Timeline:

- February 1, 2007 – Plat application submitted to City.
- February 28, 2007 – Development Review Committee (DRC) process completed.
- March 6, 2007 – Staff review comments sent to applicant.
- March 15, 2007 – The Commission tabled the preliminary plat to study possible City sewer connection.
- **April 5, 2007 – Consideration of preliminary plat by Commission.**

Summary:

- Applicant is proposing a fifteen (15) lot non-residential development in the ETJ.
- Water service will be provided by a community water system, sewage disposal will be by private on-site systems. Kerr County Environmental Health Department has reviewed and approved this development for on-site systems, see plat note.
- The proposed development fronts and will access Goat Creek Cutoff Road, a Secondary Arterial on the City's Thoroughfare Plan.
- Street name approval and the assignment of addresses for this development will be by Kerr 911.
- At the Commissions request staff and the applicant reviewed possible connection to the City's Sewer System.

RECOMMENDED ACTION

Staff recommends approval of the preliminary plat as submitted, subject to the following conditions;

1. Per the Thoroughfare Plan, an additional 10-feet of right-of-way will be required along Goat Creek Cutoff Road, a secondary arterial has a total right-of-way of 86-feet,
2. Show all existing and proposed easements on the plat with dimensions,
3. Show Lot 6, Detention Pond Site, as a "Detention Area Easement",
4. Provide a note on the plat stating ownership and maintenance responsibilities for the drainage easements shown,
5. Provide a standard "engineering" scale,
6. Correct signature blocks to show current year, i.e. 2007,
7. Modify City Engineer signature block to remove "utilities",
8. Remove "Planning Director" from Planning and Zoning Commission signature block,
9. "Certificate of Ownership and Dedication", modify statement to remove establishment of building lines and dedication of streets, alleys, parks, etc.,
10. Any additions and/or alterations to the engineering plans as may be required by the City Engineer.



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MEMORANDUM

To: Gordon Browning, Director Planning City of Kerrville

From: Kevin Spraggins *KS*

Fax: ~~(830) 792-3858~~ 830-896-0517

Date: March 29, 2007

RE: Goat Creek Cut off Business Park Sanitary Sewer

After review of the different sanitary sewer options available for the project. The owner has decided to utilize the onsite septic system option for the project.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 7A **FOR AGENDA OF:** April 5, 2007
DESCRIPTION: Future Agenda Items/Project Update
APPLICANT(S): Gordon Browning, Senior Planner
ATTACHMENT(S):

As of this writing we have no items scheduled for the April 19, 2007 meeting.